

## 2017 PROCEDURES HAVE CHANGED

# READ CAREFULLY

### Key Terms

**Crew Roster:** Every crew hiking in the Philmont backcountry must submit important participant information online prior to arriving at the Ranch. Philmont logistical and medical staff utilize the information found in each roster to understand the location and safety of every backcountry participant should an emergency arise.

**Reservation Contact:** This person created the initial Philmont reservation and has been the primary contact for payments and planning. Sometimes the reservation contact also plays the role of a Lead Advisor. Once inside the Philmont Roster & Arrival Gateway, Reservation Contacts have the option to view and modify information for every crew roster in their reservation.

**Lead Advisor:** Each Philmont crew has one designated Lead Advisor. This adult organizes their crew and enters information for each crew member into the Philmont Roster & Arrival Gateway prior to arriving at Philmont. In addition to participant information, the Lead Advisor also submits their planned Philmont arrival and departure travel information online.

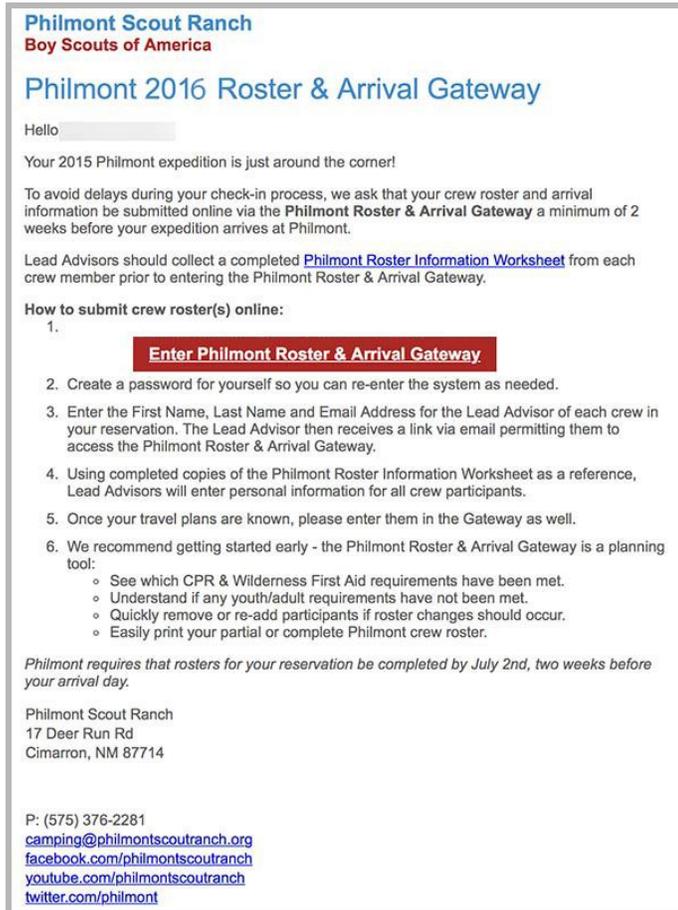
**Sister Crew:** 12-day crews will have the option to request to hike with another 12-day crew which has a matching reservation arrival-day. 12-day trek Lead Advisor's may select a Sister Crew as soon as they access their crew roster beginning Feb 15th. Once a sister crew arrangement has been confirmed by both crews, either crew's Lead Advisor may submit itinerary preferences for both crews when the Itinerary Selection process launches on April 4th or 5th (See your roster for your crew's itinerary selection time).

**Read #1** - If you are a **Reservation Contact only**

**Read #2** - If you are a **Reservation Contact** who is also a **Lead Advisor**

## Lead Advisor

- r. **Receive access link:** You will receive an email from [rosters@registerphilmont.org](mailto:rosters@registerphilmont.org) with a link providing access to the **Philmont Roster & Arrival Gateway**.



**Philmont Scout Ranch**  
Boy Scouts of America

### Philmont 2016 Roster & Arrival Gateway

Hello [redacted]

Your 2015 Philmont expedition is just around the corner!

To avoid delays during your check-in process, we ask that your crew roster and arrival information be submitted online via the **Philmont Roster & Arrival Gateway** a minimum of 2 weeks before your expedition arrives at Philmont.

Lead Advisors should collect a completed [Philmont Roster Information Worksheet](#) from each crew member prior to entering the Philmont Roster & Arrival Gateway.

**How to submit crew roster(s) online:**

- [Enter Philmont Roster & Arrival Gateway](#)
- Create a password for yourself so you can re-enter the system as needed.
- Enter the First Name, Last Name and Email Address for the Lead Advisor of each crew in your reservation. The Lead Advisor then receives a link via email permitting them to access the Philmont Roster & Arrival Gateway.
- Using completed copies of the Philmont Roster Information Worksheet as a reference, Lead Advisors will enter personal information for all crew participants.
- Once your travel plans are known, please enter them in the Gateway as well.
- We recommend getting started early - the Philmont Roster & Arrival Gateway is a planning tool:
  - See which CPR & Wilderness First Aid requirements have been met.
  - Understand if any youth/adult requirements have not been met.
  - Quickly remove or re-add participants if roster changes should occur.
  - Easily print your partial or complete Philmont crew roster.

*Philmont requires that rosters for your reservation be completed by July 2nd, two weeks before your arrival day.*

Philmont Scout Ranch  
17 Deer Run Rd  
Cimarron, NM 87714

P: (575) 376-2281  
[camping@philmontscout ranch.org](mailto:camping@philmontscout ranch.org)  
[facebook.com/philmontscout ranch](https://facebook.com/philmontscout ranch)  
[youtube.com/philmontscout ranch](https://youtube.com/philmontscout ranch)  
[twitter.com/philmont](https://twitter.com/philmont)

- s. **Create password:** The first time you click the link to enter the Philmont Roster & Arrival Gateway, you'll be asked to create a password. You will use this password to access the Philmont Roster & Arrival gateway until the day your crew arrives.



### Philmont Participant Roster & Arrival Gateway

Login

Email

Your Password must contain letters and numbers and be 5 to 20 characters long.

Create Password

Confirm Password

- t. **Enter information about yourself:** This information is required for all backcountry participants.

The screenshot shows the 'Philmont Participant Roster & Arrival Gateway' interface. At the top right is a 'Log Out' button. Below the title is a progress bar with four steps: 1. Login/Password Creation (checked), 2. Contact Information (active), 3. Lead Advisor Assignment, and 4. Crew Information. The main heading is 'Verify and Confirm your Personal Information'. The form includes fields for Title, First Name, Nickname, Middle Initial (with a 'No middle initial' checkbox), Last Name, Date of Birth (split into month, day, and year), Address L1, Address L2, Zip Code, City, and State. A 'Phone Numbers' section at the bottom has a note: 'Enter at least two phone numbers'.

- u. **Sister Crews (12-day expeditions only):** Sister Crews are defined at the top of this document **Establishing a Sister Crew Arrangement**

- i. Click the purple 'Itinerary Selection' button near the top of your Crew Roster page.

The screenshot shows the header of a Crew Roster page with the following information: Year: 2016, Expedition #: 608-A-02, Council: Annawon, 225, Unit: VC 200, and Itinerary: Itinerary Selection (with a purple button icon).

- ii. Click the 'Choose a Sister Crew' button.

The modal window is titled 'Itinerary Selection - Not open yet'. It contains the text: 'The 2016 itinerary selection process will open on 4/5/2016 9:00AM MDT'. Below this is the heading 'What can I do to prepare?' followed by three numbered instructions: 1. Sister Crews (optional): You have the option to request to share an itinerary with a specific 12-Day crew arriving on the same day as you. a. If your crew is interested in being a sister crew, then click the button to the right to choose a desired crew. b. **Caution:** Only two crews can share one itinerary for each arrival day. This said, Sister Crews are only assigned to itineraries with no prior assignments. 2. Philmont 2016 itinerary information will be released in mid-March. 3. Plan to spend time with your crew and form a list of preferred itinerary priorities before submitting these priorities online. To the right of the instructions is a box titled 'Interested in a Sister Crew?' containing a purple 'Choose a Sister Crew' button. A 'Close' button is located at the bottom right of the modal.

- iii. Select your desired Sister Crew from the drop-down list of available crews.

The form is titled 'Invite a Sister Crew'. It has a label 'Select your desired Sister Crew' next to a drop-down menu. The selected option is '608-A-01 - Annawon - Unit: VC 201'. At the bottom of the form are two buttons: 'Go Back' (red) and 'Save' (blue).

- iv. **NOTE:** The Lead Advisor of your desired sister crew will be prompted to accept this sister crew arrangement the next time they access their crew roster page.

**Your crew has been invited to be a Sister Crew**

Crew **608-A-02 - Annawon - VC 200 - A. Smith** has invited you to be their Sister Crew.

**What are Sister Crews?**  
*Sister Crews are crews that request to hike together on the same itinerary during their Philmont expedition.*

[Decline Invitation](#) [Accept Invitation](#)

1. Working with the Lead Advisor of your desired Sister Crew to confirm your Sister Crew arrangement prior to when the Philmont Itinerary Selection process begins will prevent delays and increase the likelihood of receiving one of your top itinerary priorities.

**Itinerary Selection - Not open yet**

*The 2016 itinerary selection process will open on 4/5/2016 9:00AM MDT*

**What can I do to prepare?**

1. Philmont 2016 itinerary information will be released in mid-March.
2. Plan to spend time with your crew and Sister Crew 608-A-02 to form a list of preferred itinerary priorities before submitting these priorities online.

**Your crew and 608-A-02 are Sister Crews!**

When the itinerary selection opens in 4/5/2016 9:00AM MDT, either your crew or 608-A-02 will be able to select and submit the top itinerary choices for both crews.

[Close](#)

- v. Any Sister Crew arrangement may be canceled when either crew clicks the 'Cancel' link in the blue Sister Crew bar that appears at the top of their roster.

608-A-02 Roster [Participant Worksheet](#)

Your crew is a Sister Crew with **608-A-01 - Annawon - VC 201!** — [Cancel](#)

**Cancel Sister Crew?**

Are you sure you want to **cancel** your Sister Crew assignment with crew **608-A-02 - VC 200 - A. Smith**?

*Canceling your Sister Crew assignment would let your crew and crew **608-A-02** each submit a unique set of itinerary priorities. Each crew would likely receive a unique itinerary assignment.*

[Close](#) [Cancel Sister Crew](#)

vi. **Itinerary preferences:**

**NOTE:** You must access the Roster Gateway and submit all of your own personal information before you will be able to submit your crew's itinerary preferences.

On April 4th or 5th See your roster for your crew's itinerary selection time. (pending any requested sister crew arrangements), upon logging into the Roster Gateway, as the Lead Advisor, you will be prompted to prioritize a minimum of 6 itinerary preferences (Sister Crews must submit a minimum of 8 itinerary priorities). Shortly after you've submitted your priorities (for a 12-day expedition) the Gateway will confirm your itinerary assignment. (Logistics will manually assign 7-day & Cavalcade expedition itineraries at least 3-weeks prior to your arrival day.) **Note:** If none of your crew's preferred itineraries are available, the Roster Gateway will prompt you to submit a minimum of 3 additional itinerary preferences).

vii. 5 minutes before your crew's itinerary selection time begins, you'll be able to access the itinerary priorities page and carefully order your priorities.

1. Login/Password Creation ✓
2. Contact Information ✓
3. Lead Advisor Assignment ✓
4. Crew Information

### Sister Crew 12-Day Itinerary Priority Selection

Beginning with the most preferred itinerary for 608-A-01 and 608-A-02, please click/choose at least 6 itineraries.  
You can reorder your preferences using the list at the bottom of the page.

| Terms           |               |               |                      |
|-----------------|---------------|---------------|----------------------|
| C - Challenging | R - Rugged    | S - Strenuous | SS - Super Strenuous |
| #1              | C - 57 Miles  | #2            | C - 52 Miles         |
| #6              | C - 66 Miles  | #7            | C - 64 Miles         |
| #11             | C - 61 Miles  | #12           | C - 63 Miles         |
| #16             | R - 73 Miles  | #17           | R - 71 Miles         |
| #21             | R - 69 Miles  | #22           | R - 81 Miles         |
| #26             | S - 76 Miles  | #27           | S - 88 Miles         |
| #31             | SS - 83 Miles | #32           | SS - 84 Miles        |
| #3              | C - 60 Miles  | #8            | C - 66 Miles         |
| #9              | C - 64 Miles  | #13           | C - 66 Miles         |
| #14             | C - 79 Miles  | #18           | R - 78 Miles         |
| #19             | R - 71 Miles  | #23           | R - 80 Miles         |
| #24             | R - 82 Miles  | #28           | S - 82 Miles         |
| #29             | S - 84 Miles  | #33           | SS - 92 Miles        |
| #4              | C - 70 Miles  | #10           | C - 67 Miles         |
| #15             | C - 65 Miles  | #20           | R - 75 Miles         |
| #25             | S - 80 Miles  | #30           | S - 89 Miles         |
| #34             | SS - 87 Miles | #35           | SS - 106 Miles       |

**Priority Itineraries List**

- Use the table below to rearrange or remove selected itineraries.
- Once satisfied, click 'Save' at the bottom of the page to continue.

| Priority | Itinerary # (Top of list if most preferred) |
|----------|---|
| 1st      | Choose an Itinerary from the list above     |
| 2nd      | Choose an Itinerary from the list above     |
| 3rd      | Choose an Itinerary from the list above     |
| 4th      | Choose an Itinerary from the list above     |
| 5th      | Choose an Itinerary from the list above     |
| 6th      | Choose an Itinerary from the list above     |
| 7th      | Choose an Itinerary from the list above     |

Please choose at least 6 itineraries above

Save & Continue

### Sister Crew 12-Day Itinerary Priority Selection

Beginning with the most preferred itinerary for 608-A-01 and 608-A-02, please click/choose at least 6 itineraries.  
You can reorder your preferences using the list at the bottom of the page.

**Terms**

C - Challenging      R - Rugged      S - Strenuous      SS - Super Strenuous

|     |     |               |     |     |               |     |     |               |     |  |               |     |  |                |
|-----|-----|---------------|-----|-----|---------------|-----|-----|---------------|-----|--|---------------|-----|--|----------------|
| #1  | 1st | C - 57 Miles  | #2  | 5th | C - 52 Miles  | #3  | 6th | C - 60 Miles  | #4  |  | C - 70 Miles  | #5  |  | C - 52 Miles   |
| #6  | 2nd | C - 66 Miles  | #7  |     | C - 64 Miles  | #8  |     | C - 66 Miles  | #9  |  | C - 64 Miles  | #10 |  | C - 67 Miles   |
| #11 | 3rd | C - 61 Miles  | #12 |     | C - 63 Miles  | #13 |     | C - 66 Miles  | #14 |  | C - 79 Miles  | #15 |  | C - 65 Miles   |
| #16 | 4th | R - 73 Miles  | #17 |     | R - 71 Miles  | #18 |     | R - 78 Miles  | #19 |  | R - 71 Miles  | #20 |  | R - 75 Miles   |
| #21 |     | R - 69 Miles  | #22 |     | R - 81 Miles  | #23 |     | R - 80 Miles  | #24 |  | R - 82 Miles  | #25 |  | S - 80 Miles   |
| #26 |     | S - 76 Miles  | #27 |     | S - 88 Miles  | #28 |     | S - 82 Miles  | #29 |  | S - 84 Miles  | #30 |  | S - 89 Miles   |
| #31 |     | SS - 83 Miles | #32 |     | SS - 84 Miles | #33 |     | SS - 92 Miles | #34 |  | SS - 87 Miles | #35 |  | SS - 106 Miles |

#### Priority Itineraries List

- Use the table below to rearrange or remove selected itineraries.
- Once satisfied, click 'Save' at the bottom of the page to continue.

| Priority | Itinerary # (Top of list if most preferred) |        |
|----------|---|--------|
| 1st      | #1 - Challenging - 57 Miles                 | Remove |
| 2nd      | #6 - Challenging - 66 Miles                 | Remove |
| 3rd      | #11 - Challenging - 61 Miles                | Remove |
| 4th      | #16 - Rugged - 73 Miles                     | Remove |
| 5th      | #2 - Challenging - 52 Miles                 | Remove |
| 6th      | #3 - Challenging - 60 Miles                 | Remove |
| 7th      | Choose an itinerary from the list above     |        |

Please choose at least 6 itineraries above

Save & Continue

## Congratulations!

Itinerary #1 - 57 Miles has been assigned to crew 608-A-01 and crew 608-A-02 for your 2016 12-Day Philmont Expedition.

| Priority | Itinerary                    |
|----------|------------------------------|
| 1st      | #1 - Challenging - 57 Miles  |
| 2nd      | #6 - Challenging - 66 Miles  |
| 3rd      | #11 - Challenging - 61 Miles |
| 4th      | #16 - Rugged - 73 Miles      |
| 5th      | #2 - Challenging - 52 Miles  |
| 6th      | #3 - Challenging - 60 Miles  |
| 7th      | #12 - Challenging - 63 Miles |

Go to my roster

- v. **Arrival/Departure information:** You'll be asked to verify and update your arrival and departure travel information. If you don't know these details, skip this step for now.

### 608-A-01 Arrival and Departure Plans

Please complete arrival plans at least 3 weeks prior to your arrival day. If your arrival plans change before **June 5th** please make changes here. However, if your arrival plans change after **June 5th** please contact Philmont Logistics at 575-376-2281.

#### Arrival Information for 608-A-01

**Arrival Day\***    
**Arrival Method\***   
**Arrival Time\***  :  10:00AM

#### Departure Information for 608-A-01

Your crew will come off the trail on Sunday June 19th, 2016.

**Departure Day\***    
**Departure Method\***

You will board a bus at the Philmont Welcome Center at **9:00AM** that will take you to your **10:56AM** train in Raton.

**Special Comments**  
 If your travel plans differ from above, comment here. Otherwise, leave this field blank.

- w. **Participant information:** Click on the 'Modify Roster' button in the row that corresponds to the crew you wish to begin adding participants to.

### 608-A Reservation

**Number of participants in rosters**    2

|   | Expedition Number | Itinerary | # Youth | # Adults | L  |
|---|-------------------|-----------|---------|----------|----|
| <input style="background-color: #0070C0; color: white;" type="button" value="Modify Roster"/> | 608-A-02          | 1         | 0       | 1        | A  |
| <input style="background-color: #0070C0; color: white;" type="button" value="Modify Roster"/> | 608-A-01          | 1         | 0       | 1        | te |

- i. **You're in the roster:** As the Lead Advisor, you'll see your information has already populated the first row of the roster.

Your crew is a Sister Crew with 608-A-01 - Annawon - VC 201! — [Cancel](#)

Travel plans have not been entered

Crews are required to have a minimum of 7 participants

Venturing Crews are required to have a minimum of two 21 year old adults

1 of 2 required participants have Wilderness First Aid certification

0 of 2 required participants have CPR certification

Year: 2016 Expedition #: 608-A-02 Council: Annawon, 225 Unit: VC 200 Itinerary: # 1 - Challenging - 57 Miles - [View your priorities](#)

[Travel Plans](#)

Reservation Contact: Anderson Don Phone: H: (575) 376-2281, C: (972) 580-2000, W: Email: [camping@philmontscout ranch.org](mailto:camping@philmontscout ranch.org)

[Print Roster](#)

**Adults**

| A  | Crew Pos.                 | Name          | Date of Birth | Age (Trek Start) | Address                            |                  | Email                        |                                     |
|----|---------------------------|---------------|---------------|------------------|------------------------------------|------------------|------------------------------|-------------------------------------|
| B  | Gender                    | Ht (in.)      | Wt. (lbs.)    | Scouting Pos.    | Certifications                     | # of Prior Treks | Relig Pref                   | Ethnicity                           |
| 1A | <a href="#">Modify</a> LA | Bill L. Smith | 07/08/1994    | 21               | 17 Deer Run Rd, Cimarron, NM 87714 |                  | test@philmontscout ranch.org | <a href="#">Change Lead Advisor</a> |
| 1B | M                         | 60            | 180           | SM               | WFA                                | 0                | RC                           | White                               |

[Add Adult](#)

**Youth**

| A | Crew Pos. | Name     | Date of Birth | Age (Trek Start) / Grade Compl. | Address        |                  | Email      |           |
|---|-----------|----------|---------------|---------------------------------|----------------|------------------|------------|-----------|
| B | Gender    | Ht (in.) | Wt. (lbs.)    | Scout Rank                      | Certifications | # of Prior Treks | Relig Pref | Ethnicity |

[Add Youth](#)

- ii. **Roster Information:** Collect a completed copy of the Roster Information Worksheet from each participant.

**Philmont Participant Information Worksheet** – Please return this completed form to your Lead Advisor. Lead Advisors will enter this information into the Philmont Roster & Arrival Information Gateway website. If you have questions, please contact your Reservation Contact (Contingent Advisor).

**Title (optional):**  Mr.  Ms.  Mrs.  Dr.  Sergeant  Captain  General

\_\_\_\_\_  
 \_\_\_\_\_

**\*First Name**                      **Nickname (optional)**                      **\*MI**                      **\*Last Name**

\_\_\_\_\_  
 \_\_\_\_\_

**\*Date of Birth (mm–dd–yyyy)**                      **\*Grade Complete (youth)**                      **\*Gender**                      **\*Height (inches)**                      **\*Weight (pounds)**

\_\_\_\_\_  
 \_\_\_\_\_

**\*Ethnicity:**  White  Hispanic  Black  Asian  American Indian  Pacific Islander  Other

**\*Religious Preference:**

Roman Catholic  Jewish  Latter Day Saints  Christian-Protestant  Buddhist  Muslim  Hindu  Other

\_\_\_\_\_  
 \_\_\_\_\_

**\*Address Line 1**                      **Address Line 2**

\_\_\_\_\_  
 \_\_\_\_\_

**\*Zip Code**                      **\*City**                      **\*State**

\_\_\_\_\_  
 \_\_\_\_\_

**\*Phone Numbers (Adults only) – Include at least two.**

\_\_\_\_\_  
 \_\_\_\_\_

**Home Phone** (adults only)                      **Cell Phone** (adults only)                      **Work Phone** (adults only)

\_\_\_\_\_  
 \_\_\_\_\_

**\*Email**                      **Alternate Email (optional)**

\_\_\_\_\_  
 \_\_\_\_\_

**\*Crew Position – Choose one:**

– Adults:  Advisor  Lead Advisor

– Youth:  Crew Leader  Wilderness Pledge Guide  Chaplain's Aide  Participant

**\*Scouting Position (Adults Only) – Choose one:**  Scoutmaster  Assistant Scoutmaster  Venturing Advisor  Venturing Associate Advisor  Skipper  Varsity Scout Coach  Assistant Varsity Coach  Cubmaster  Committee Chair  Committee Member  Professional Scouter  Other Scouter

**\*Scout Rank (Youth only) – Choose one:**  Eagle  Life  Star  First Class  Second Class  Tenderfoot  Boy Scout  Summit  Pathfinder  Discovery  Venturing Award  Venturer  Varsity Team

**\*Number of Prior Treks:** \_\_\_\_\_

**Certifications** – Philmont requires that at least two participants in each crew be currently certified in Wilderness First Aid and two participants be certified in CPR. (If Expedition arrival day occurs during the expiration month listed on your card, Philmont will accept the certification.)

**\*Wilderness First Aid:**  I'm not certified  Yes, and my certification \*expires (month/year): \_\_\_\_\_

(If substituting Wilderness First Aid, please choose one of the following certifications:  Wilderness First Responder,  Outdoor Emergency Care,  EMT Basic,  EMT Intermediate,  Paramedic,  Military Corpsman,  Military Medic,  Registered Nurse,  Licensed Nurse Practitioner,  Licensed Physician's Assistant,  Licensed Physician,  Medical Doctor.)

**\*CPR:**  I'm not certified  Yes, my certification \*expires (month/year): \_\_\_\_\_

\* Denotes a required field

( [registerphilmont.org/files/RosterInformationWorksheet.pdf](http://registerphilmont.org/files/RosterInformationWorksheet.pdf) )

- iii. **Add adults:** Click on the green 'Add Adult' button in the top section of the blue roster. Complete all required fields and click 'Save'.

| Adults |                        |           |           |
|--------|------------------------|-----------|-----------|
| A      |                        | Crew Pos. | Name      |
| B      |                        | Gender    | Ht (In.)  |
| 1A     | <a href="#">Modify</a> | LA        | Bill L. S |
| 1B     |                        | M         | 60        |



**Adding Adult Participant**

Enter the email and date of birth to see if this person already has a record in our system.

Email\*

Email Confirm\*

Date of Birth\*

- iv. The system will check email and date of birth against previous records and display matches if they exist.

**Adding Adult Participant**

[Cancel](#) [Save](#)

Enter the email and date of birth to see if this person already has a record in our system.

Email\*

Email Confirm\*

Date of Birth\*

It looks like ...@bv.com already exists in our system. Look for the person below or add them as a new person

|                        | Last used | Name | Expedition Role  |
|------------------------|-----------|------|--|
| <a href="#">Choose</a> | Mr. Paul  | 57   | 2017 Lead Adult Advisor for 719-G-01<br>2017 Lead Adult Advisor for 608-B-01<br>2016 Adult Advisor for 618-J<br>2014 Lead Adult Advisor for 608-K-02 |

Don't see a good match? [Add them as a new person](#)

[Cancel](#) [Save](#)

- v. Choosing an existing match will automatically populate many fields so you can verify the information.

**Adding Adult Participant**

Enter the email and date of birth to see if this person already has a record in our system.

**Email\*** [Redacted]

**Date of Birth\*** June - 6 24 1959

[Back to list existing users](#)

**Title** Mr.

**First Name\*** [Redacted]

**Nickname** [Redacted]

**Middle Initial\*** [Redacted]  No middle initial

**Last Name\*** [Redacted]

**Gender\*** Male

**Height (inches)\*** 79

- vi. If no match exists you'll be prompted to complete the remaining empty fields.

**Adding Youth**

Cancel Save

Enter the email and date of birth to see if this person already has a record in our system.

**Email\*** [Redacted]@bv.com

**Email Confirm\*** [Redacted]@bv.com

**Date of Birth\*** June - 6 24 1996

It looks like [Redacted]@bv.com and 06/24/1996 does not match a record in our system, please enter their information below.

**Title**

**First Name\***

**Nickname**

**Middle Initial\***  No middle initial

**Last Name\***

**Gender\*** Male

- x. **Get Started Early:** The Philmont Roster & Arrival Gateway is a planning tool.
  - See which CPR & Wilderness First Aid requirements have been met
  - Understand if any youth/adult requirements have not been met.
  - Quickly remove, restore, or add participant information as roster changes occur.
  - Easily print your crew's Philmont Roster.

# Modifying Crew Rosters

| Crew Pos.  | Name                   | Date of Birth | Age (Trek Start)                | Address                                   | Email                     |              |                     |
|--|------------------------|---------------|---------------------------------|---|---------------------------|--------------|---------------------|
| LA   | Mr. Daniel E. Mayfield | 09/13/1960    | 54                              | 3237 Village Park Drive, Waco, TX 76708   | dmayfield1@hotmail.com    | Travel Plans | Change Lead Advisor |
| M  | 72                     | 165           | SA                              |   | 1                         | PT           | White               |
| AA   | Mr. John Bowman        | 02/02/1966    | 49                              | 220 Oak Creek Circle, Mc Gregor, TX 76657 | john.bowman1159@yahoo.com | Travel Plans | Remove              |
| M  | 70                     | 190           | SA                              | WFA, CPR                                  | 0                         | PT           | White               |
| <div style="text-align: right;"> <span>Resend Invitation</span><br/>                     Last sent 5/27/15 7:30AM<br/> <span>Switch Crew</span> </div> |                        |               |                                 |   |                           |              |                     |
| <div style="text-align: right;"> <span>Switch Crew</span> </div>   |                        |               |                                 |   |                           |              |                     |
| Crew Pos.  | Name                   | Date of Birth | Age (Trek Start) / Grade Compl. | Address                                   | Email                     |              |                     |
| CL   | Nick Mohan             | 04/22/1999    | 16 / 9                          | P.O. Box 5393, Waco, TX 76708             | paula@paulamohan.com      | Travel Plans | Remove              |
| M  | 72                     | 190           | S                               |   | 0                         | PT           | White               |
| <div style="text-align: right;"> <span>Switch Crew</span> </div>   |                        |               |                                 |   |                           |              |                     |

## Change Lead Advisor:

Have this permission: Lead Advisors, Reservation Contacts and Philmont Administrators with edit privileges

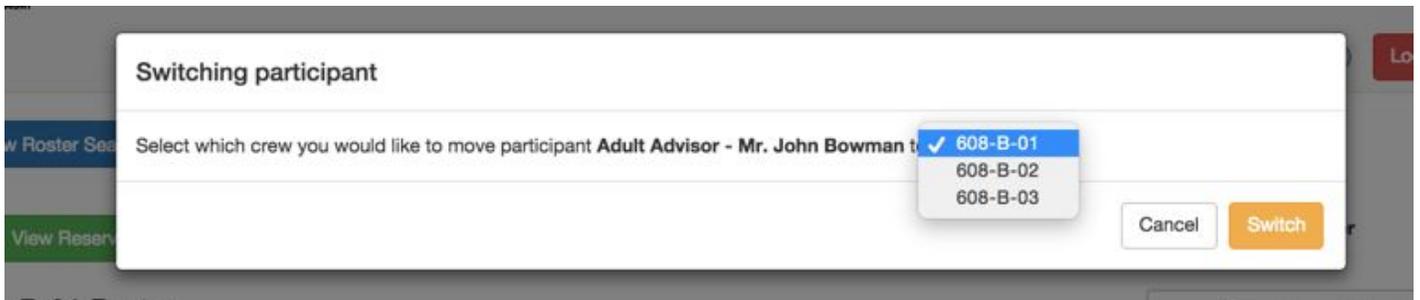
This is configured as such that the person requesting the Lead Advisor change can:

1. Click the “Change Lead Advisor” button on the far right and choose from a list of other adult advisors that also meet the requirements to be a replacement Lead Advisor
2. Inputs the following information after clicking the “Change Lead Advisor” button - First Name, Last Name and email address of the new Lead Advisor. At this point, the

## Move Participants Between Crews in the same reservation: (For multi-crew reservations)

Have this permission: Reservation Contacts and Philmont Administrators with edit privileges.

- Click the “Switch Crew” button on the far right of the roster and choose another crew to move the participant to.
- (Currently, Lead Advisors cannot be switched, only Adult Advisors)



## Remove Participants

Have this permission: *Lead Advisors, Reservation Contacts and Philmont Administrators with edit privileges*

- On the right side of the roster, click the "Remove" button associated with the desired participant.

